



Zoning Verification Request Form

Delivering Excellence Every Day

This application must be complete and accompanied by the required fee as indicated. All fees must be paid by money order, made payable to Department of Planning and Zoning, and are non-refundable. Each address or folio number must be submitted separately. **Please allow a minimum of twenty (20) business days to process your request).**

SERVICE(S) REQUESTED

- ☐ Zoning on Subject Property, applicable Zoning Code Section, list of permitted uses, history..... \$237.77
- ☐ Land Use Plan Map (CDMP) Designation (No Interpretation will be provided)..... \$118.90
- ☐ Special requests – please attach a description/question for review..... \$475.55*

* Minimum fee. May be higher depending on request.

APPLICATION INFORMATION

Applicant: _____ E-mail: _____ Date: _____

Mailing Address: _____

Telephone - Work: _____ Cell/Home: _____

Property Address or location: _____

Property Folio #30- _____

Legal Description (may be attached) _____

Application and payment shall be submitted to:

Department of Planning and Zoning
111 NW 1st Street, 11th floor
Miami, Florida 33128

SELF-HELP RESOURCES:

- Zoning Resolutions. If you would like to view and/or obtain copies of the listed zoning resolutions, administrative adjustments, administrative site plan reviews and/or, entrance features you may obtain these documents by inputting the provided resolution number, administrative site plan review number, etc., on the following website:
 - <http://www.miamidade.gov/planzone/track/home.asp>
- Recorded Documents. If you would like to view and/or obtain copies of the listed official recorded documents such as covenants, agreements, unity of title and declaration of restrictions, you may obtain these documents by inputting the provided official record book and page number on the following website:
 - <http://www2.miami-dadeclerk.com/public-records/Search.aspx>
- Zoning Code, Chapter 33. If you would like to view Chapter 33, Zoning Code of Miami-Dade County, Florida and all other County Codes, you can visit the following website:
 - <http://www.municode.com/>.

INSTRUCTIONS ON REVERSE SIDE

Zoning Verification Request Form

Instructions and Information

General Instructions

The purpose of a zoning verification letter is to provide information as to the existing zoning on the subject property and zoning history, such as previous resolution number(s), administrative site plan review number(s), and entrance feature number(s). In addition, the verification letter will provide the Official Record Book and Page number(s) of zoning related recorded documents, such as covenants, agreements, unity of title and declaration of restrictions.

The letter does not verify building code compliance or the existing uses on the property and does not certify conformance/non-conformance of existing uses or structures

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Guide to selection of services

☐ **Zoning on Subject Property, applicable Zoning Code Section, list of permitted uses, history**

Check the above box if you need the zoning information and resolution history of the property

☐ **Land Use Plan Map (CDMP) Designation (No Interpretation will be provided)**

Check the box above if you need the Comprehensive Development Master Plan (CDMP) Land Use Plan designation for the property. This is important because no zoning action will be approved unless the CDMP Land Use Designation allows the proposed use.

☐ **Special requests – please attach a description/question for review.**

Check the box above if you have additional questions about a property. For example, if you have questions about grandfathering provisions that may apply to the subject parcel.

If the cost of the research work exceeds the minimum fee, you will be notified by email for the revised fee.

APPLICATION ON REVERSE SIDE